Project Charter

A. General Information

Provide basic information about the project including: Project Title – The proper name used to identify this project; Project Working Title – The working name or acronym that will be used for the project; Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project; Proponent Agency – The agency that will be responsible for the management of the project; Prepared by – The person(s) preparing this document.

Project Title:	Virginia Secure Network Project	*Project Working Title:*	VITANET
Proponent Secretary:	George Newstrom, Secretary of Technology	*Proponent Agency:*	VITA
Prepared by:	Ric Anderson		Prepared 1/22/2004

Points of Contact

List the principal individuals who may be contacted for information regarding the project.

Position	Title/Name/Organization	Phone	E-mail
Project Sponsor	Director Telecommunications and Network Services/ Bob Davidson/ VITA	804 343-9011	bob.davidson@vita.virginia.gov
Program Manager	Director Telecommunications and Network Services/ Bob Davidson/ VITA	804 343-9011	bob.davidson@vita.virginia.gov
Project Manager	LAN WAN Engineering Support/Edgar Ausberry/VITA	804) 371-5786	edgar.ausberry@vita.virginia.gov
Proponent Cabinet Secretary	Secretary of Technology/George Newstom	(804) 786-9579	george.newstrom@governor.virginia.gov
Proponent Agency Head	Acting Chief Information Officer/Cheryl Clark	(804) 343-9003	cheryl.clark@vita.virginia.gov (804) 343-9003
Customer (User) Representative(s)	N/A		
Other	Network & Security Architecture/Don Kendrick/VITA	(804) 371-5715	don.kendrick@vita.virginia.gov

B. Executive Summary

An Executive Summary is required when Sections C thru G of the charter are excessively long. In two or three paragraphs, provide a brief overview of this project and the contents of this document.

VITA considers VITANET a CORE foundational project that is an essential component of VITA's strategy to enable future initiatives that will transform the way technology services are delivered to the Commonwealth in the next few years. It is essential to VITA's ability to deliver on the promise of savings and benefits of
- -enterprise server consolidations,
- -common email platforms,
- -application integration across agencies via web services,
- -a common Intranet for all VITA agencies as a platform for desktop services,
- -a common citizen portal to VITA agency resources.

As a result of its enabling legislation, VITA must take on the management of security for all in scope agencies. Current networks are not equipped to add additional services and VITA must ensure a secure and robust network for all agencies. In effect, the Commonwealth needs the secure network environment to build a robust Intranet so all agencies can enjoy connectivity and security in the VITA network environment. This project's purpose is to develop a standard, secure network environment that can be managed centrally with common equipment and tools. This will ensure stability, reliability and security for all connections of in scope agencies.

The VITANET project will provide the common network infrastructure in the VITA Operations Center secured with today's best security practices, providing several levels of security depending on the application requirements
and provide full redundancy and failover data paths. It will provide full backup facilities at VITA's Sungard backup site in PA.

C. Project Purpose

Explain the business reason(s) for doing this project. The Project Purpose (the Business Problem and Project Business Objectives) is in the Project Proposal, Section B.

1. Business Problem

The Business Problem is a question, issue, or situation, pertaining to the business, which needs to be answered or resolved. State in specific terms the problem or issue this project will resolve. Often, the Business Problem is reflected as a critical business issue or initiative in the Agency's Strategic Plan or IT Strategic Plan.

Network security is the foundation for VITA to provide reliable and secure environments for all agencies in the Commonwealth. Currently, agencies' networks are not standardized and vary in their vulnerability to threats of all kinds. This variability leads to the Commonwealth's inability to move toward major consolidations to support citizen services such as a single e-mail system, standard directories, and other consolidations of enterprise systems.

In addition, the administration of networks in the current, decentralized manner is highly duplicative and costly. By establishing a centrally managed, secure network infrastructure the Commonwealth will accomplish the following:

Reduce the risks and vulnerabilities to security threats by having a standard secure infrastructure for all agencies;
Reduce the current resource drain in managing and administering many separate networks with many different configurations; and
Enable the Commonwealth to build statewide-centralized application services for e-mail directories required to support enterprise systems.

Without an initial investment in a secure network environment, the VITA organization will bear the risks of network

vulnerabilities in the current environment and the Commonwealth will be stalled in its efforts to use technical resources efficiently and move forward with its consolidation efforts. VITANet is a requirement to complete the remote monitoring of services.

2. *Project Business Objectives*

Define the specific Business Objectives of the project that correlate to the strategic initiatives or issues identified in the Commonwealth or Agency Strategic Plan. Every Business Objective must relate to at least one strategic initiative or issue and every initiative or issue cited must relate to at least one project business objective.

Commonwealth or Agency Strategic Plan – Initiative or Critical Issue	*Project Business Objectives*
Customer Direct Support Activity	Creating a highly structured well defined network will provide a secure environment for supporting and building existing and new applications. Network traffic will be segmented into low risk, medium risk and high risk categories, thus security risks easier to identify and quantify and control. Infrastructure will meet Federal HIPPA security requirements for network connectivity between at the VITA Operations center and State health care organizations that must insure patient confidentiality. Network Infrastructure will provide better audit controls and compliance to APA SAS 70. In its annual audit of VITA's operations, the VA APA uses a set of standard IT control objectives for its audits called COBIT. COBIT was developed by the *IT Governance Institute* and the *Information Systems Audit and Control Association* an international professional organization. The APA uses COBIT as criteria for auditing VITA as an IT service provider. The specific control objectives that VITA will meet in part as a result of implementing VITANET are under section *DS5: Ensure Systems Security.* See Appendix A for a complete list of control objectives and VITANET's applicability to them.
Infrastructure Services	As in-scope agencies migrate to VITANET, the cost of Managing and troubleshooting the network will be reduced. See ROI analysis.

D. Assumptions

Assumptions are statements taken for granted or accepted as true without proof. Assumptions are made in the absence of fact. List and describe the assumptions made in the decision to charter this project.

1. A secure "perimeter" can be defined around the networks of VITA and its in-scope agencies. Using Security policies and best practices it is possible and practical to create a highly secure network environment within the state's network.

2. Multi-tier architectures or dividing automated process into presentation, business logic and data layers is the best practice for scalability, and modularity

3. VITA's organization and implementation plan stays on track and on schedule.

4. Both the existing VOC network and the new VITANET network will continue to provide access to host and server resources until all in-scope agencies are transitioned to VITANET.

E. Project Description, Scope and Management Milestones

1. Project Description

Describe the project approach, specific solution, customer(s), and benefits. The Project Description is located in the Project Proposal, Section C.

Network Security is the foundation for VITA to provide reliable and secure environments for all agencies in the COV. Currently networks are not standardized and vary in their vulnerability to threats of all sorts. This leads to the COV's inability to move towards major consolidation to support citizen services like a single e-mail system, standard directories, and other consolidation enterprise systems. This project will establish a secure network for the COV. VITA will implement switches, routers and firewalls at the core to segment unsecured traffic from secured traffic for the wide area network. In addition, Intrusion Detection and remote devices will be installed to protect the local connections of in scope agencies.

Scope
The Project Scope defines all of the products and services provided by a project, and identifies the limits of the project. In other words, the Project Scope establishes the boundaries of a project. The Project Scope addresses the who, what, where, when, and why of a project.

The project will procure Network equipment and application and network firewalls sufficient to build out a new network within the VITA Operations Center and to provide disaster recovery capabilities at VITA's backup data center at SunGard in Pennsylvania. The project will include installation, configuration, and testing the new network solution. Additional 45-megabit data services will be installed into the VOC and between MCI's Richmond Junction site and the Sungard data center in PA.

The major deliverable of the project is a network infrastructure that provides a high level of security. The project will deliver a central network infrastructure which will be ready to accept VITA in-scope agencies' connections. Specific capabilities of the security features of the new

network will include the ability to protect the intranet portions of the network from the internet portions. The resulting solution will provide a capability to assess and control security risks on specific network segments. The solution will provide methods to assure that all email directed to and from in-scope agencies under the virginia.gov domain name has been filtered for virus attachments and will provide split DNS capabilities that are designed to prevent hackers from ever reaching protected systems.

Limits to the scope of the project
The actual conversion of the agencies will take place after the project is concluded as part of agency IT transitions or later as part of technology transformation activities. As each agency's network is reviewed for security best practices and certified that its boundaries within the agency's sites are secure, its network will be considered a trusted environment and it will be connected to VITANET. These activities for each agency will be completed during transition activities where practical or at a later date if not practical. These activities are NOT in the context of this project.

A determination will need to be made as to how the conversion activities will be handled for each agency. Typically in the past, this type of network conversion activity has been treated as a separate project on an agency by agency basis because of the individual agency planning and network design review that is needed. It is anticipated that agencies with simpler network configurations will be able to convert as a part of transition or soon thereafter.

Summary of Major Management Milestones and Deliverables
Provide a list of Project Management Milestones and Deliverables (see Section E of the Project Proposal Document). This list of deliverables is not the same as the products and services provided, but is specific to management of the project. An example of a Project Management Milestone is the Project Plan Completed.

Event	Estimated Date	Estimated Duration
Project Charter Approved	2/4/2004	7 days
Project Plan Completed	2/24/2004	21 days
Project Plan Approved	2/28/2004	4 days
Project Execution – Started	2/29/2004	1 day
Project Execution Completed	8/31/2004	180 days
Project Closed Out	9/30/2004	30 days

F. Project Authority
Describe the authority of the individual or organization initiating the project, any management constraints, management oversight of the project, and the authority granted to the Project Manager.

1. *Authorization*

Name the project approval authority that is committing organization resources to the project. Identify the source of this authority. The source of the approval authority often resides in code or policy and is related to the authority of the individual's position or title.

Cheryl Clark, Acting Chief Information Officer

2. *Project Manager*

Name the Project Manager and define his or her role and responsibility over the project. Depending on the project's complexities, include how the Project Manager will control matrixed organizations and employees.

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|---|
| Edgar Ausberry, Manager, TNS |

3. *Oversight*

Describe the Commonwealth or Agency Oversight controls over the project.

IT Technology Oversight Committee Members: Eugene Huang, Deputy Secretary of Technology Cheryl Clark, Acting CIO Michael Gleason, DPB Budget Analyst	Internal Agency Steering Committee Members: Bob Davidson, Dir. TNS, Project sponsor Benny Ambler, Acting Dir. Security Leslie Carter, Dir. Computer Services

G. Project Organization

1. Project Organization Chart

Provide a graphic depiction of the project team. The graphical representation is a hierarchal diagram of the project organization that begins with the project sponsor and includes the project team and other stakeholders.
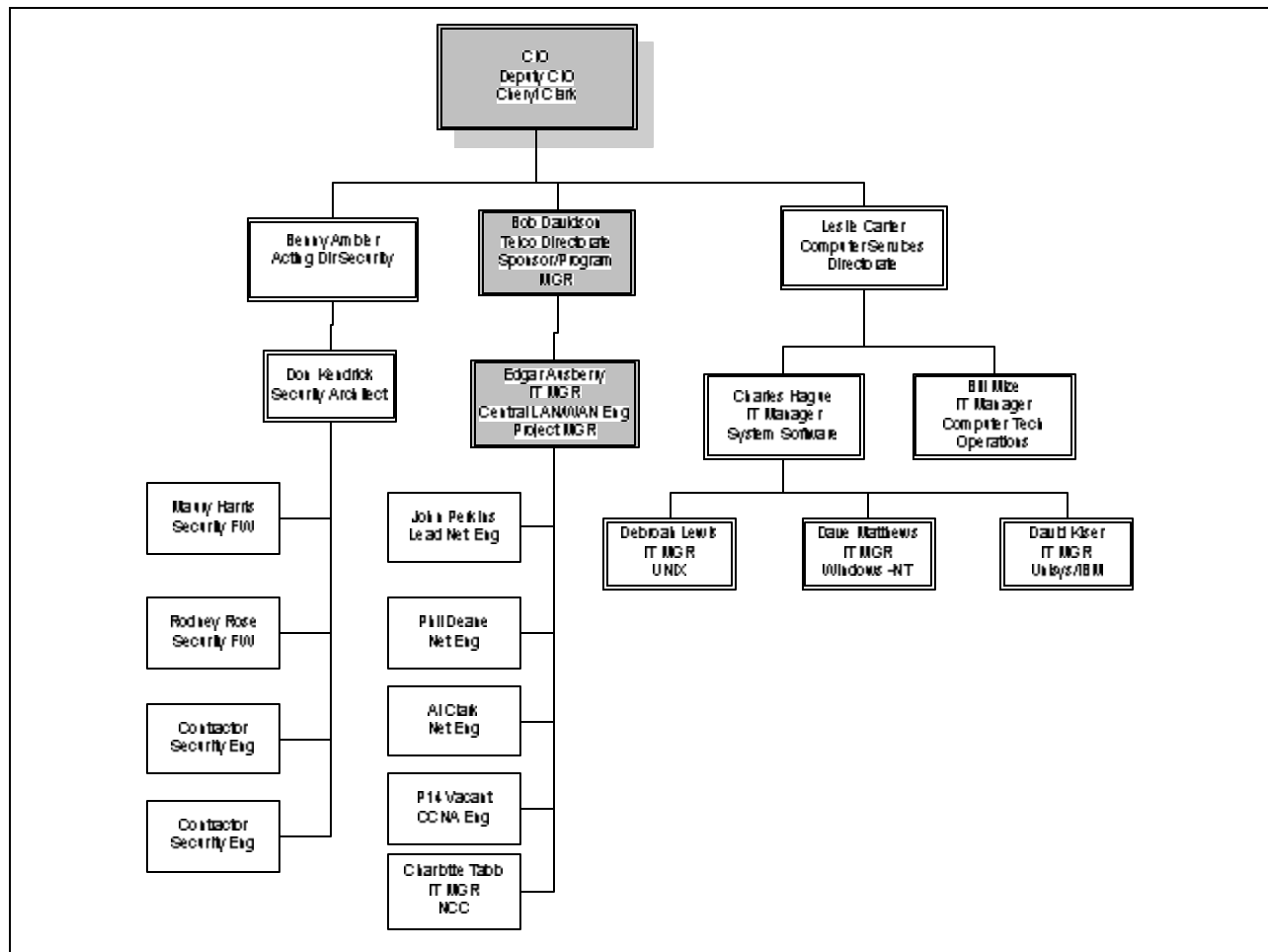
2. Organization Description
Describe the type of organization used for the project team, its makeup, and the lines of authority.

Bob Davidson is the Project Sponsor and Program Manager.

Edgar Ausberry, the project manager, will report to Bob Davidson.

Primary resources for the project will come from Security and Network LAN/WAN branches.

Also resources will be needed from Computer Services.

Matrix management methods will be used on the project to address resource commitments.

The Agency Steering Committee will be involved to address significant management issues as needed.

3. Roles and Responsibilities
Describe, at a minimum, the Roles and Responsibilities of all stakeholders identified in the organizational diagram above. Some stakeholders may exist whom are not part of the formal project team but have roles and responsibilities related to the project. Include these stakeholders' roles and responsibilities also.

Resource   **Roles/ Responsibilities**

Bob Davidson	Project Sponsor, Program Manager, Business Owner
Edgar Ausberry	Project Manager
John Perkins	Lead Engineer,Network Architect
Phil Deane	Lead Engineer,Network
Al Clark	Engineer, Network
P14 -Temporary	CCNA Engineer, Network
Don Kendrick	Security Architect/Supervision of Security Configuration
Maury Harris	Security Engineer/Firewall
Rodney Rose	Security Engineer/Firewall
Contractor 1	Security Engineer - Advanced Application/Integration
Contractor 2	Security Engineer - Advanced Application/Integration
Benny Ambler	IT Supervision
Bob Davidson	Exec. Oversight
Deborah Lewis	IT Supervision - Unix/Mail/DNS
Dave Matthews	IT Supervision - Windows Servers/WEB
David Kiser	IT Supervision - IBM/Unisys Systems
Cindy Bryce	IT Supervision - Central Technical Design/Planning
Bill Mize	IT Supervision - Data Center Technical Support
Charlotte Tabb	IT Supervision - Network Control Center Operations

H. Resources

Identify the initial funding, personnel, and other resources, committed to this project by the project sponsor.
Additional resources may be committed upon completion of the detailed project plan.

Resources	*Allocation and Source*
Funding	$1,533,000.00 General Fund – Approved for this project $1,156,000.00 Internal Service Fund – Approved for this Project
Project Team	Project team will be primarily be comprised of internal resources to agency with 2 contract staff and 1 P14 staff hired for the duration of the project. Resources will be utilized from Telco & Network Services, Computer Services and Security
Customer Support	One or two customers must be involved to test the final configuration.
Facilities	Square footage will be needed in the VITA data center area. Needed space has been identified and is available.
Equipment	Network switches and firewalls are the major components needed to build out the new network.
Software Tools	Firewall software will be required
Other (Be specific)	The VITA Sungard contract will need to be modified to accommodate an increased level of service and equipment at the VITA backup site to provide backup of VITANET infrastructure. Telecommunications will be needed from the MCI contract.

I. Signatures

The Signatures of the people below document approval of the formal Project Charter. The Project Manager is empowered by this charter to proceed with the project as outlined in the charter.

Position/Title	Signature/Printed Name/Title	Date
Proponent Cabinet Secretary (as required)	x_____ George Newstrom Secretary of Technology	
Proponent Agency Head	x_____ Cheryl Clark Acting Chief Information Officer, VITA	
Project Sponsor (required)	x_____ Bob Davidson Director of Telecommunications and Network Services, VITA	
Program Manager	x_____ Bob Davidson Director of Telecommunications and Network Services, VITA	
Project Manager (required)	x_____ Edgar Ausberry LAN/WAN Engineering Manager, VITA	
Other Stakeholders as needed	x_____ Don Kendrick Security Architect, VITA	